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**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Director of Training

DATE: 8 May 1958

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FROM : Chief/Language and Area School/TR

SUBJECT: Weekly Activities Report #18

Document No. 29NO CHANGE in Class. W3  
RM☐ DECLASSIFIED

Class. CHANGED TO: TS S C

EOA Memo, 4 Apr 77

Auth: DA 100-11111Date: 08 MAR 1978 By: **A. SIGNIFICANT ITEMS**

None to report.

**B. OTHER ACTIVITIES**

1. In response to your inquiry,  has general familiarity with the subject of ethnic groups within the USSR. I assume, however, that the sort of specialist desired is most likely to be found in places like the Russian Research Center (Harvard),  and the Russian Institute (Columbia). I have no names to offer, although I have used several references for leads.

2. C/LAS responded to queries by FE on details for QRP's for four Indonesian students that it could cease preparations as DTR had waived QRP consideration of the three OTR candidates and that we therefore would waive panel consideration for all candidates.

3.  are endeavoring to develop classification standards and a regularized pay plan, as well as incentives for professional development, for contract employees with a view to establishing standards and equitable practices, in accord with Agency policies and regulations.

4.  accompanied by  both of OSI, discussed continuation of  self-study of Chinese on 20% government time. It was agreed he should continue. (It may be recalled that  is the man that we transferred from a LAS course to FSI, and that subsequently we recalled for assignment back to OSI.)

5.  called to discuss with  language aspects of the JOT program he is developing. This conversation is reported in his memorandum for the record.

6.  recently have inquired about prospects of staff employment. No encouragement was offered.

7.  has accepted an invitation of the Chinese class to participate from time to time in scheduled free discussion sessions by faculty and students.

8.  will be on annual leave on Friday.  in charge.

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Language and Area School

DATE: 7 May 1958

FROM : Deputy for Plans, Research and Administration

SUBJECT: Weekly Activities Report

A. SIGNIFICANT ITEMS

None to report.

B. OTHER ACTIVITIES

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1. Under [ ] supervision order is gradually being restored in the LAS Quarters Eye library. At the same time [ ] is working with [ ] to set up new and more systematic controls over the selection, purchase and disposition of books and periodicals for LAS area use. A similar control will in due course be applied to the language books. 25X1  
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  2. Language testing continues as scheduled - fifty people having been tested during the past week. In the meantime, the backlog of unfinished tests and unprocessed grading is gradually being whittled down.
  3. Mr. [ ] and I made a survey of the security requirements for Quarters Eye and arrived at the tentative conclusion that only by the provision of more space could a rearrangement of offices be made that would promote the maximum security possible for staff offices in such an uncleared area. Mr. [ ] is exploring the situation further and will make specific recommendations. 25X1
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~~CONFIDENTIAL~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Language and Area School

DATE: 7 May 1958

FROM : Deputy for Language Training

SUBJECT: Weekly Activities Report

A. SIGNIFICANT ITEMS

None to report

B. OTHER ACTIVITIES

1. The Summer Trimester of the Voluntary Language Training Program began on Monday 5 May 1958, when 43 classes in 11 languages were started. However, the total number of classes conducted during the Summer Trimester will be 45, since one more class will begin on 12 May, and one of the present classes will be broken up into two classes. Total student enrollment for this trimester is 284, which is a decrease of 57 students from the Winter Trimester of 1958. A slight decrease was expected during the Summer Trimester. Languages currently being taught in the V. L. T. P. are Arabic, Czech, Chinese, French, German, Italian, Polish, Persian, Portuguese, Russian and Spanish.

2. [ ] the head of the Far East branch of FDD, and his deputy, Mr. [ ] to discuss plans for the course in advanced Chinese reading and writing which FDD has requested us to arrange. They said they would have two and if necessary three students for the course, and promised to give us assistance in collecting and reproducing text materials for this purpose. We agreed that September or October 1958 would be a suitable target date for beginning the course, which would be a full-time affair lasting one year. The main objective of the course will be to train the students in scanning or reading various types of printing and handwriting and in writing clear concise summaries in Chinese. The FDD candidates will have had at least two years of translating experience in FDD, and the course will also be open to others of similar ability.

3. [ ] head of the [ ] of FE, to discuss the full-time [ ] course beginning 30 June. [ ] of FI Staff was also present. [ ] has no candidates for this course at the moment, all his current trainees being at the FSI school, but he is interested in later runnings of the course, and for the June running he is campaigning among other FE desks for possible interest. [ ] again brought up the idea of an orientation course in [ ] for reports people, and [ ] told him that such a course could be given any time after mid-June at a rate of three or four hours once a week for five or six weeks.

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4. During [ ] visit to the [ ] desk strong representations were made to him about a recent incident involving two FE students at the FSI school, each under a different cover, who were required by OTR, over FE's objections on the grounds of security, to absent themselves on the same day from their FSI course, in order to take the Agency's [ ] proficiency test.

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5. In a telephone conversation with [ ] Chief of SE, outlined an Arabic orientation course which he would like to see given, primarily for RI people. A memorandum on this subject has been sent to OTR. As outlined by Mr. [ ] the desired course would include transcription systems, something of the writing system, the personal name system, and a few other matters somewhat more sociological than linguistic.

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TO : Chief, Language and Area School

DATE: 7 May 1958

FROM : Deputy for Area Training

SUBJECT: Weekly Activities Report

A. SIGNIFICANT ITEMS

None

B. OTHER ACTIVITIES

1. First session of the first annual area planning conference was profitable. Thinking was clarified on the three levels of Integrated Language/Area Studies which we have found desirable (beginning level for Japanese and Chinese, with area instruction mostly in English; intermediate level for German and French, emphasis on language drill with area materials; advanced level for Russian, emphasis on lecture and discussion in Russian). Though consideration of survey courses was not completed, it was decided that they can and should be conducted at beginners' level (stressing presentation of factual data) and intermediate level (emphasis on interpretation by lecture and discussion). It was agreed to experiment with a "quickie" area survey in English between Basic and Intermediate full-time language courses and to increase the mutual contributions of LAS and SIC to each other's programs.

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2. Southeast Asia - Regional Survey #2 was completed by all twenty-six enrollees, whose attendance record was exceptional. Students approved  use of the Socratic method of instruction based largely on his own syllabi for the course lectures. FSI participants would have preferred more emphasis on political aspects, whereas Agency students were happy with the equal emphasis given to economics.

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4. [ ] in DDP, has given [ ] a firm commitment to place five students in Italy - BCS #1, scheduled for late September. [ ] will begin work on organization of the course at once, and later we will bring [ ] into the planning process, following the pattern set profitably in the case of France - BCS #1.

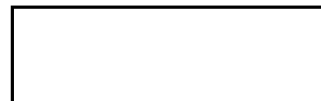
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5. Production of the Army film on Free Europe has been placed under a new project officer who will press for completion in time for use by SIS this fall. This schedule would also suit us nicely, for our fall courses. [ ] will spend 19 and 20 May at the Army Pictorial Center and has taken the first steps for OTR to produce additional sound tracks in French and German for the integrated courses.

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